



# CITY OF HOUSTON

## Job Posting

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2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>INSPECTOR (Multiple Vacancies)</div></div>
4	<div><div>Posting Number</div><div>PN# 112253</div></div>
5	<div><div>Department</div><div>Public Works &amp; Engineering</div></div>
6	<div><div>Division</div><div>Engineering and Construction Division</div></div>
7	<div><div>Section</div><div>Engineering Branch</div></div>
8	<div><div>Reporting Location</div><div>611 Walker *</div></div>
	<div><div>Workdays &amp; Hours</div><div>M - F, 7 a.m. – 4 p.m.*</div></div>
	<div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Coordinates the enforcement and application of various codes, ordinances and technical specifications for water, wastewater, stormwater infrastructure and facilities and paving systems, to assure conformance with plans and specifications. Performs daily observation on construction projects managed by other government agencies to ensure construction meets City of Houston construction standards. Assists the managing agency in identifying problem areas and recommends solutions. Meets with contractors, technical professionals and other government agencies to respond to inquiries and technical problems. Reviews reports, forms, and records of work being prepared by the managing agencies. Documents deficiencies in workmanship, inspections, and material used for the project. Witness acceptance resting on all City of Houston facilities. Assists in scheduling and documenting final inspections. Performs record keeping activities to maintain filing system, reports and documentation.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months or education, or training beyond the high school level.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years of experience related to construction is required. Related experience may be substituted on a year-to-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>None</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>Selected applicants will be required to obtain certification through the City of Houston Inspector Training class.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 18</div><div>\$1,440 - \$1,598 Biweekly - \$37,440 - \$ 41,548 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>August 2, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div></div>
	<div>An equal opportunity employer</div>